

Frequently Asked Questions:

1. Q. What is the first check date when the bi-weekly schedule starts?

A. Your first bi-weekly check will be 6/27/2008. That check will cover the pay period dates of 6/1/2008-6/14/2008. A complete bi-weekly schedule for 2008 can be found on the County intranet site.

2. Q. Why are we changing to a bi-weekly pay frequency?

A. There are many reasons why the change to a bi-weekly pay frequency has been decided. One major reason is that the semi-monthly schedule does not work well for figuring overtime on hourly employees. The change also has many logistic benefits that will allow the payroll department to process your information more efficiently. Also, it will be helpful to all employees for their own budgeting needs, to know that they'll receive a pay check every other Friday.

3. Q. How will my bi-weekly salary be figured?

A. To determine your bi-weekly salary, you will do the following calculation. To see more detailed information on how this is calculated, please refer to the link "From semi-monthly to bi-weekly payroll" found on the intranet site:

Biweekly salary: $\text{Annual salary} \div 26 = \text{bi-weekly salary}$

Biweekly salary for 2008: $\text{Semi-monthly salary} \times 13 \div 14 = \text{bi-weekly salary}$

4. Q. How will my overtime be figured and paid out?

A. Overtime will be calculated on a week to week basis, and will be paid with the pay period that it is earned. Currently, your overtime is paid out on a delay due to the random end dates of a semi-monthly pay schedule. Example: if the 15th of the month is on a Tuesday, any overtime earned in that week isn't known until after your pay has been processed, resulting in the need for an adjustment for the following paycheck. The bi-weekly pay period will always start on a Sunday and end on a Saturday, therefore your overtime calculations will be easier and will be paid out appropriately without any delay.

5. Q. How will the switch to bi-weekly affect my health/dental insurance deductions.

A. Your health/dental insurance deductions will not be affected by the change to bi-weekly. All deductions will stay on a 24 pay period schedule, therefore during the months when you would receive three checks the 3rd check of that month would not have any deductions taken out of it with the exception of taxes, IMRF/SLEP, and any court ordered deductions.

6. Q. How will my deferred compensation be affected by the switch to bi-weekly?

A. If your deferred compensation elective is a flat dollar amount, your deduction will be based on a 24 pay period cycle. If your deferred compensation elective is a percentage of your salary, then your deduction would take place on all 26 pay periods.